Contents

How to Login to Moodle ................................................................. 3
Navigating through Moodle .......................................................... 4
  Moodle Home Page .................................................................. 4
  Editing Your Profile .................................................................. 5
  Getting Back to the Main Page ................................................. 5
Course Settings ............................................................................ 6
  Accessing the Course ............................................................... 6
  Breadcrumbs ............................................................................ 6
  Course Topics .......................................................................... 7
  Course Dashboard ..................................................................... 8
Communicating with other Students ............................................ 9
  Announcements ....................................................................... 9
  Personal Message .................................................................... 10
Moodle Support ........................................................................... 10
How to Login to Moodle

Once you have logged into the computer and opened an Internet browser, which can be Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge, you will navigate to the Tiffin Moodle page.

Steps:

- Enter in the URL (navigation site): tiffin.mrooms.net
- Hint: On your home computer or university computer, you may want to make this one of your favorites.
- Note: If you forget your username or password, the option to reset your password is located on this page. Moodle password is synced to the email and self-service password, so they are the same.

- Enter your username and password
Navigating through Moodle

Moodle Home Page

This is the page that appears after a successful login.

- **Courses:**
  - Active courses are listed under “Courses”
  - Finished courses appear under their particular year
  - Courses older than a semester are archived

- **Settings:**
  - Profile (see below)
  - User Preferences
  - Grades (a shortcut path to each course’s gradebook)
  - Log out
Editing Your Profile

* This is the Profile settings page

- **Edit Profile**
  - Add or change a profile Picture
  - Add or change the profile Description (Biography)
  - Hit “Update profile” to finalize the changes

Getting Back to the Main Page

- Click anytime to **My Courses** to go to the [Moodle Home Page](#) or click the **Tiffin University** Logo to go to the alternate page with active courses on Moodle (see below):
Course Settings

Accessing the Course

- You can access the course in two ways
  - Select the course from **My Courses**
  - Select the course from **Courses Available To You**

Breadcrumbs

- Breadcrumbs are located at the top of the screen and allow you to move easier around the course and around Moodle.
Course Topics

- Course Topics are located on the left side of the course shell. They help you navigate through weekly topics.

Note:

- Click on a Course Topic to open it on the right side of the screen
- Current week shows up with a green dot in front of the topic (see Week 2)
- Course Progress is a new feature to track your completion of the course (see Progress 0/2)
Course Dashboard

- **Course Dashboard** is located right below Course Topics
- There you can find Gradebook, Participants, and Blocks (McGraw-Hill, Grammarly, APA Tutorial, etc)
Communicating with other Students

Announcements

- To read **Announcements** sent to enrolled students by the instructor, you need to click on the course name topic, then click on Announcements.
Personal Message

- You can view the list of Students enrolled on the course by going to Course Dashboard, then clicking on **Participants**
- There you can find each student’s email and profile

Moodle Support

- For any help, please contact:
  - Tiffin University Moodle Support at [moodlesupport@tiffin.edu](mailto:moodlesupport@tiffin.edu)
  - Call the 24/7 Technical Support Call Center at (855)-664-1200